



Ecology Spill Drill Evaluation Checklist

Put Plan Holder Name Here

Spill Management Team

Choose, one if not both, Deployment Drill and Tabletop Drill, Worst Case Tabletop

Exercise Overview

Location:

Type of drill:

Date:

Time started:

Time completed:

Estimated size of spill to water:

Scenario:

Note: The purpose of the drill is to test the Ecology approved contingency plan. Over the three year drill cycle, plan holders design drills that demonstrate the ability to meet the planning standards within the scope of the plan, including recovery systems and system compatibility.

Evaluation:

☐ 1. Notifications

Note: The notifications checkbox is checked only after components below are obtained.

- ☐ **1.1 Internal spill response team was notified following plan procedures.**
☐ Observed **OR** ☐ Verified documentation.
- ☐ **1.2 Entire spill response organization, including Primary Response Contractor, was notified in a timely manner, following plan procedures.**
☐ Observed **OR** ☐ Verified documentation.
- ☐ **1.3 Notifications to government agencies were made in a timely manner following plan procedures** (goal is within 1 hour).
☐ Observed **OR** ☐ Verified documentation **and** ☐ Verified with DEM.

☐ 2. Staff Mobilization

Note: The staff mobilization checkbox is checked only after components below are obtained.

- ☐ **2.1 The number of local/internal response team personnel identified in the contingency plan were mobilized and on-site appropriate to the scope of the drill.**
- ☐ **2.2 Regional/National (“away”) response team members as identified in the contingency plan were mobilized in state within last five years for facilities and within the last three years for vessels.**
☐ Percent of away team transitioned into ICS as appropriate to scope of drill.
OR
☐ Cumulative item: the positions filled in this drill are listed below (this item only checked after all away positions per plan are filled throughout the triennial cycle)
OR
☐ Not applicable.

☐ 3. Initial Response Actions

Note: Initial Response Actions checkbox is checked only after components below are obtained.

- ☐ **3.1 Field Document including the initial response checklist in the contingency plan was used.**
- ☐ **3.2 Initial Site Safety addressed following plan procedures.**
☐ Briefing observed. ☐ Documentation developed (hazard worksheet).
☐ Air monitoring documented.

☐**3.3 Performed initial assessment of spill status.**

- ☐ Spill volume calculated (for example, using mass balance).
- ☐ Environmental conditions assessed (weather, tides).
- ☐ Analyzed where product was going (using trajectory, river speed).
- ☐ Deployed or discussed use of limited visibility tracking devices as identified in the plan.
- ☐ Product type identified, or provided in scenario and MSDS acquired.

☐**3.4 Population Protection: Demonstrated the ability to quickly identify health hazards associated with the discharged product and the population at risk.**

- ☐ Acquired knowledge of risks.
- ☐ Notified the public of possible health hazards.

OR

- ☐ Not applicable.

☐**3.5 Water Intake Protection: Demonstrated the ability to quickly identify water intakes and followed the proper protection procedures from the contingency plan or developed a plan for use.**

- ☐ Identified intakes in vicinity of spill/trajectory and started notifications.

OR

- ☐ Not applicable.

☐**3.6 Documented early actions on ICS 201 form.**

- Initial Incident Map is appropriately labeled (for example, scale, time, author, north arrow, date).
- Objectives developed.
- Current Actions documented including input from key team members.
- Initial Organization.
- Initial Resources ordered documented on ICS 201 form.

☐**3.7 Demonstrated smooth transition of the key personnel from initial response team to the spill management team through completion of an Initial Incident Briefing (ICS 201).**

- ICS 201 or equivalent hand out available for Unified Command.
- Briefing followed ICS 201 format.
- Objectives identified during briefing.
- Observed transition from IIC to RPIC and Unified Command, key members present and identified/introduced.

☐**4. Response Management**

Note: Response Management checkbox is checked only after all of the Response Management components (A – J) have been obtained (cumulative).

☐**4.A Overall Staffing and Coordination: Demonstrated the ability to field the team as described in the plan and ensure coordination between sections.**

Note: The overall staffing and coordination box (A) is checked only after all of the components below are obtained.

☐**4.A1 Expanded response management team task assignments were consistent with the contingency plan and the Northwest Area Contingency Plan.**

- ☐ Away team was present. **OR** ☐ Not applicable.
- ☐ Away team members fill roles as indicated in Contingency Plan.

The following were designated/established (typically this credit is achieved during a worst case drill).

- | | | |
|---|---|--|
| <input type="checkbox"/> Responsible Party Incident Commander | <input type="checkbox"/> Safety Officer | <input type="checkbox"/> Information Officer |
| <input type="checkbox"/> Liaison Officer | <input type="checkbox"/> Operations Section | <input type="checkbox"/> Planning Section |
| <input type="checkbox"/> Resource Unit | <input type="checkbox"/> Situation Unit | <input type="checkbox"/> Environmental Unit |
| <input type="checkbox"/> Documentation Unit | <input type="checkbox"/> Logistics Section | <input type="checkbox"/> Finance Section |

☐ **4.A2 Coordination took place between the following ICS sections.**

Note: when credit is not given, examples will be provided in the checklist.

- ☐ Planning and Operations
- ☐ Planning and Logistics
- ☐ Operations and Logistics
- ☐ Operations and Safety
- ☐ Unified Command and Command and General Staff

☐ **4.B Unified Command and Command Staff:**

Note: The Unified Command and Command Staff checkbox (B) is checked only after all of the Unified Command components are obtained.

☐ **4.B1 Members of the Unified Command were identified and an Initial Incident Briefing was conducted (for example, using an ICS 201 format).**

- ☐ Responsible Party Incident Commander designated.
- ☐ State On Scene Coordinator present (or invited).
- ☐ Local On Scene Coordinator present/consulted (or invited).
- ☐ Tribal On Scene Coordinator present/consulted (or invited) or ☐ Not applicable.
- ☐ Federal On Scene Coordinator present (or invited).

☒ **4.B2 Unified Command discussed the following issues.**

- ☐ Staffing needs were discussed/clarified including the need for night operations or second shift staffing.
- ☐ Qualifications of staff were discussed for key positions—Command and General Staff.
- ☐ Meeting Schedule was discussed and approved, and included press conferences and other special purpose meetings.
- ☐ Role of deputies and others working within unified command discussed, if applicable.

☒ **4.B3 Operational Period discussed and established.**

☐ **4.B4 Unified Command developed and prioritized overall incident objectives and assessed if current and planned actions were consistent with those objectives.**

- ☐ Updated ICS 201 Objectives or completed ICS 202 for the current operational period.
- ☐ Completed ICS 202 for the next operational period (if applicable).

☐ **4.B5 Unified Command prepared for and participated in Press Conference.**

- ☐ Unified command attended pre-press conference meeting with Information Officer.

☐ **4.B6 Dedicated historian/scribe assigned for Unified Command.**

☒ **4.B7 Unified Command approved or authorized news releases and updates to the news media through the Information Officer.**

- ☐ Unified Command verified accuracy of press releases.
- ☐ Unified Command signatures were on press releases.

☐ **4.C Information Officer/Joint Information Center (JIC):**

Note: The Information Officer/JIC checkbox (C) is checked only after all of Information Officer/JIC components are obtained.

☐ **4.C1 Information Officer designated.**

- ☐ Information Officer was a government representative **OR**
☐ Government representative invited but not present **OR**
☐ Other individual designated by Unified Command.

☐ **4.C2 The JIC was established.**

- JIC manager used Northwest Area Contingency plan JIC manual.

☐ **4.C3 News releases.**

- ☐ News releases were published as requested by Unified Command.
☐ News releases were accurate.
☐ JIC prepared at least one news release.

☐ **4.C4 Preparation for press conference.**

- Speakers identified.
- Questions from the media predicted and draft answers provided to speakers.
- Outline for the press conference discussed.
- Displays/Maps developed for press conference match command post maps and information.

☐ **4.C5 Ensured appropriate representatives and technical specialists were present and utilized at all news briefings.**

- Unified Command.
- Scientific Support Coordinator.
- Environmental Unit Leader.
- Wildlife expert.

☐ **4.C6 Information Officer attended meetings as appropriate.**

☐ **4.D Liaison:**

Note: The Liaison checkbox (D) is checked only after all of the Liaison components are obtained.

☐ **4.D1 Liaison Officer designated.**

- ☐ Liaison Officer was a government representative **OR**
☐ Government representative invited but not present **OR**
☐ Other individual designated by Unified Command.

☐ **4.D2 Liaison Officer, through coordination with the PIO, established contact and tracked input from stakeholders as appropriate.**

☐ **4.D3 Liaison Officer planned for or conducted Local Official Briefing.**

- ☐ **4.D4 Liaison Officer provided information regarding the spill cleanup effort to citizens.**
☐ Public outreach focused press release OR ☐ Public meeting / open house held.

- ☐ **4.D5 Liaison Officer attended meetings as appropriate.**

☐ **4.E Safety:**

Note: The Safety Officer checkbox (E) is checked only after all of the Safety components are obtained.

- ☐ **4.E1 Safety Officer designated.**

- ☐ **4.E2 Ensured safety plan was developed in a timely manner in accordance with the contingency plan (covers all operations of the response including command post and night operations).**

- ☐ **4.E3 Safety plan approved by the Unified Command and communicated to appropriate field staff.**

☐ Unified Command signature on Safety Plan

☐ Developed in writing, or described during a meeting the plan to ensure proper communication to field staff beyond timeframe of drill

- ☐ **4.E4 Safety Officer attended meetings as appropriate.**

General Staff

☐ **4.F Operations Section:**

Note: The Operations Section checkbox (F) is checked only after all of the Operations components are obtained.

- ☐ **4.F1 Operations Section was established following the contingency plan.**

☐ Operations Section staffed appropriately for scope of drill

☐ Operations Section Chief trained in ICS, Northwest Area Contingency Plan and GRP's

- ☐ **4.F2 Tactical assignments were made appropriate to the overall incident objectives developed by the Unified Command.**

☐ Operations Section Chief worked with the Planning Section Chief prior to the tactics meeting to develop draft ICS Form 215s for the next operational period.

- Contain/recover spilled material.
- Maximize protection of sensitive areas.
- Maximize removal of oil from impacted areas.
- Maximize primary and secondary storage for recovered product.
- Source control.
- Salvage.
- Wildlife recovery and rehabilitation.

☐ Tactics on the ICS 215s covered all operational incident objectives.

- ☐ **4.F3 Operations Section staff developed a plan to provide aircraft support.**

- ☐ Plan included aircraft for all aspects of the response.
- ☐ Ordered support resources including aircraft maintenance, fueling, and staging.
- ☐ Completed an ICS Form 220.
- ☐ Documentation was submitted or a general message was circulated that detailed the above information.

☐ **4.F4 Operations Section staff coordinated with the Planning Section on the following, if appropriate for plan holder and scope of the drill.**

- Develop division boundaries.
- GRPs and GRP revisions.
- Shoreline Cleanup Assessment Teams and shoreline cleanup teams.
- Disposal plans and logistics.
- Alternate technology.

☐ **4.F5 Operations Section staff coordinated with Planning and Logistics to develop resource orders, tracking, and documentation.**

- ☐ Equipment status change forms submitted.
- ☐ Check-in forms submitted.
- ☐ Identified needs for shoreline cleanup workers (if applicable).
- ☐ Identified needs for non-dedicated workboats (if applicable).

☐ **4.F6 Operations Section staff coordinated with the Planning Section to ensure situation status displays were accurate.**

☐ **4.F7 Operations Section staff coordinated with the Planning Section to ensure disposal plan is developed and accurate.**

- ☐ Provided input to Environmental Unit Leader.
- ☐ Coordinated on interim disposal locations.

☐ **4.F8 Operations Section Chief attended meetings as appropriate.**

☐ **4.F9 Coordinated with local, state and federal operations representatives as appropriate to the scope of the drill.**

- Local fire department/police department participated in Operations.
- Federal (FBI, NOAA, EPA, US F&W) representative participated in Operations.
- State (F&W, PARKS and ARCHEOLOGY, DNR) representative participated in Operations.

☐ **4.G Planning Section:**

Note: The Planning Section checkbox (G) is checked only after all of the Planning components are obtained.

☐ **4.G1 Planning Section was established following the contingency plan.**

- ☐ Planning Section staffed appropriately for scope of drill
- ☐ Planning Section Chief trained in ICS, Northwest Area Contingency Plan, and GRP's

- ☐ **4.G2 Planning Section staff utilized the appropriate tools.**
- Contingency plan.
 - Northwest Area Contingency Plan.
 - Geographic Response Plans, most current version.
 - ESI Maps.
- ☐ **4.G3 Planning Section Chief established an appropriate meeting schedule.**
- ☐ Draft meeting schedule provided to Unified Command.
 - ☐ Meeting schedule allowed time for staff to prepare and develop deliverables.
 - ☐ Meeting schedule included all meetings appropriate to the scope of drill.
- ☐ **4.G4 Planning Section Chief facilitated and ensured appropriate attendance and participation at all scheduled meetings.**
- ☐ **4.G5 Prepared meeting room displays as needed or hand outs available including:**
- ☐ Agenda for the meeting.
 - ☐ The following displays are developed, if applicable:
 - Weather, tides, and currents for current and next operational period.
 - Trajectory, situation, and planning maps for current and next operational period.
 - Current overflight map.
 - ICS 202 form.
- ☐ **4.G6 Prepared and maintained situation displays (this is typically achieved at a worst case drill)**
- ☐ Out of date or obsolete information is removed in a timely manner
 - ☐ Set-up is well organized and the information is updated on a schedule
- Situation displays included the following, as appropriate:
- Weather, tides
 - Resources at risk
 - Trajectory, situation and planning maps
 - Response objectives
 - Master resource list
 - Organization chart
 - Incident status summary (ICS Form 209)
 - Overflight map
 - Meeting schedule
- ☐ **4.G7 Developed, maintained, and posted a master list of all resources involved the incident including check-in, status, current location, assignment.**
- ☐ **4.G8 Documented the spill response effort.**
- ☐ Documentation flow and process established and communicated to Sections.
 - ☐ Reviewed all documentation for signature, correct operational period, and incident name.

☐ **4.H Environmental Unit:**

Note: According to the Northwest Area Contingency Plan, the plan holder is not expected to lead the Planning Section's Environmental Unit. However, the plan holder is expected to assist with the core Environmental Unit tasks.

☐ **4.H1 Unit Leader designated.**

- ☐ Environmental Unit Leader was a government natural resource trustee agency representative **OR**
- ☐ Government representative invited but not present **OR**
- ☐ Other individual designated by Unified Command.

☐ **4.H2 Plan holder assisted state/federal agency staff with the following core Environmental Unit activities, as appropriate to the drill design.**

- Identify sensitive areas and recommended response priorities.
- Determined the extent, fate, and effects of contamination.
- Acquired, distributed, and provided analysis of weather forecasts.
- Monitored the environmental consequences of cleanup actions.
- Developed shoreline cleanup and assessment plans.
- Identified the need for, and prepare, any special advisories or orders.
- Identified the need for, and obtain, permits, consultations, and other authorizations.
- Identified and develop plans for protection of affected historical/cultural resources.
- Evaluated the opportunities to use various Response Technologies.
- Developed disposal plans with operations.
- Developed plan for collecting, transporting, and analyzing samples.

☐ **4.I Logistics Section:**

Note: The Logistics Section checkbox (I) is checked only after all of the Logistics components are obtained.

☐ **4.I1 Logistics Section was established following the contingency plan.**

- ☐ Logistics Section staffed appropriately for scope of drill.
- ☐ Logistics Section Chief trained in ICS, Northwest Area Contingency Plan and GRP's.

☐ **4.I2 Resource ordering process established.**

- ☐ Informed the Command and General staff on the process.
- ☐ Established signature authority.

☐ **4.I3 Developed, maintained, and posted an incident Radio Communications Plan (ICS Form 205) and communications list (ICS Form 205a).**

☐ **4.I4 Developed a Medical Plan that encompasses all areas of the response.**

☐ **4.I5 Developed or described a plan, and ordered all resources necessary, to ensure sufficient feeding, potable water, sanitary arrangements, and berthing was available to meet incident needs.**

☐ **4.I6 Provided personnel for all elements of the response, as applicable.**

☐ Command post staffing, day and night shift.

☐ Field staffing, day and night shift.

☐ **4.I7 Established a command post that accommodated the needs of the response organization.**

☐ Command post/facility was appropriate for the scope of the drill **OR**

☐ Plan was in place to move command post to more appropriate location as drill/spill ramps up.

☐ **4.I8 Identified and planned for staging areas and other areas as needed.**

- All staging areas were listed on the ICS Form 215.
- Ensured situation unit and operations identified the same staging areas.

☐ **4.I9 Developed a plan to provide ground support/traffic plan including; vehicle maintenance, fueling, and parking.**

☐ **4.I10 Developed a plan to provide support for all response vessels including; vessel maintenance, fueling, and berthing.**

☐ **4.I11 Logistics Section Chief attended meetings as appropriate.**

☐ **4.J Finance Section:**

Note: The overall Finance Section checkbox (J) is checked only after all of the Finance components are obtained.

☐ **4.J1 Finance section established following contingency plan.**

☐ **4.J2 Finance is able to provide a cost estimate (burn rate) if requested.**

☐ **4.J3 Compensation and claims numbers established, and information distributed.**

☐ **5. Response Operations**

Note: The check items for Response Operations are for deployment drills only. The checkbox for Response Operations is checked only after all of the components of Response Operations are obtained. Where applicable, include WRRL ID, staging area, home base and owner.

☐ **5.A Initial Response Operations:**

☐ **5.A1 Initial Site Safety equipment deployed and Safety Officer established.**

- ☐ Briefing observed
- ☐ Documentation developed (hazard worksheet)
- ☐ Air monitoring documented
- ☐ Site safety assessed before deployment (list resources used, including home base or staging area)
- ☐ Assessed environmental conditions and determined that equipment is appropriate before deployment
- ☐ Deployed or discussed use of limited visibility tracking devices

☐ **5.A2 The local/internal response team members identified in the contingency plan were mobilized and on-site appropriate to the scope of the drill.**

☐ **5.A3 The number of personnel appropriate for the environmental conditions and the scope of the drill were mobilized (include the number and affiliation of the personnel).**

☐ **5.A4 Walk through of emergency shutdown procedures for each type of transfer identified in the contingency plan, by the appropriate trained personnel (at least once a triennial drill cycle).**

- ☐ Pipeline to/from facility
- ☐ Pipeline to/from vessel
- ☐ Vessel to vessel
- ☐ Truck racks
- ☐ Facility to/from vessel

☐ **5.A5 Field-tested plan holders initial response communication equipment and systems.**

- ☐ Observed utilization/coordination of all comms equipment (list equipment, system, and channels used).

☐ **5.A6 Plan holder and response contractor field-tested the compatibility of communications equipment and systems.**

- ☐ Observed utilization/coordination of all comms equipment (include equipment, system, and channels used).

☐ **5.B. Containment and Recovery:**

☐ **5.B1 Deployment drills are conducted in all operating environments within the scope of the contingency plan during the triennial cycle.**

Note: This is cumulative each deployment will be tracked and operating environment will be identified in the evaluation.

- ☐ Boom
- ☐ Recovery
- ☐ On-water Storage

- ☐ **5.B2 Plan holder began initial deployment of plan holder owned response equipment on-site (include operating environment/conditions on the drill day and check maintenance records for company owned response equipment at least once a year). May be through demonstration.**

- ☐ Deployed pre-boom configuration.
☐ Deployed other boom configuration.

- ☐ **5.B3 Deployed initial mechanical recovery resources identified in the contingency plan.**

- ☐ **5.B4 Set-up and demonstrated, or discussed, ability to transfer product from skimmer or temporary storage to on-shore storage facilities.**

- ☐ **5.B5 Demonstrated or described containment of a land spill from entering water by channeling, diverting, or berming.**

- ☐ Demonstrated or described one of the above techniques.
☐ Deployed resources (list resource used including home base or staging area).

- ☐ **5.B6 Demonstrated or described damage control procedures as identified in the contingency plan (such as plugging or patching a leak in a pipeline or storage tank).**

- ☐ Walked through the above procedures.
☐ Identified resources for damage control.

☐ **5.C Protection:**

- ☐ **5.C1 Plan Holder deployed GRP or protection strategy identified in the contingency plan (include operating environment/conditions on the drill day).**

- ☐ GRP deployed by plan holder as written **OR** ☐ GRP deployed by PRC as written **OR**
☐ Plan Holder or PRC deployed a modified version of the GRP strategy based on environmental conditions.

Summary: